

Detailed Instructions for Completing the Request for Merit Hiring Action Form

Follow the instructions listed below to ensure the request form is completed properly.

Completing the request form

1. Position Information:
 - a. Agency Number: This is the five digit agency number in KHRIS.
 - b. Position Number: This is a 30 million number in KHRIS. If the position is new and doesn't exist, it should first be established/approved in KHRIS in order to obtain a valid position number. Multiple position numbers may be included on this line if the conditions are met as described below in the "Additional Positions Requested" section.
 - c. Cabinet/Department Title: This is the name of the cabinet and/or department the position will sit in.
 - d. Work County Name: This is the name (not code) of the county the position will work in.
 - e. Job Title (Name): This is the position/job classification name (not code).
 - f. Grade: This is the pay grade of the position.
 - g. Select One: Here you need to select what type of position it will be (Full or part time).
 - h. Position to be filled: Here you need to select how you will fill the position (through Internal Mobility, Competitively, or neither (N/A) if it is not a COS action.
2. Justification: Complete all questions in full detail. Thorough justification must be provided otherwise the request will be rejected.
3. Budget Information: Complete all questions and provide explanations where noted.
4. Submissions and Approvals-INTERNAL: Requesting agency should complete this section, ensuring that the appropriate box (approved or disapproved) is checked and the Cabinet Secretary or Independent Agency Head of the requesting agency signs. (Electronic signatures are permitted.) Be sure to provide an alternate contact if the requestor is not the person who can answer potential questions regarding the request.

ADDITIONAL POSITIONS REQUESTED:

If additional positions are needed, they may be included on a single request if the job titles are the same and only one Career Opportunities System (COS) request will be involved. If separate COS requests will be submitted (due to locations being different between the positions), then separate Business Requests must also be submitted.

Titling the document

The title of the document should include the position number and job title. For instance, a request to fill position number 30008249 for an Accountant III should be saved as "30008249 Accountant III.doc".

If the request is for multiple Accountant III positions it should be titled as follows: "Multiple-Accountant III.doc".